OnDemand PERSONAL NAVIGATOR

FTL: How to Complete the Contact the Grantee Task

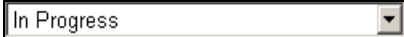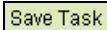|	
1.	Prior to the scheduled review, the assigned Team Leader will contact the grantee to introduce him or herself and notify the grantee of the scheduled review dates. At this time, the Team Leader will discuss arrangements for the meetings and interviews, as well as for the document and file reviews that will occur during the On-Site Activities phase of the review.
2.	Once you have logged into the web interface, click the **Contact the Grantee** link from the User Task Page. If you are assigned to several reviews, there may be more than one (1) Contact the Grantee task. Make sure you select the task associated with the grantee review you are currently working on. Make sure to check the Grant Number column. `Contact the Grantee`
3.	This box allows you to insert any comments you may have in the process of contacting the grantee. To begin, click your cursor inside the Comments box.
4.	In this example, we will type in "**Type in comments here.**"
5.	You may also append any documents pertinent to the process. To attach a document, click on the **Browse** button. `Browse...`
6.	In this example, we will chose a Word file from our desktop named "POLICY COUNCIL MEMBERS FOR 2005- Mock grantee documents[1].doc"
7.	Click the **Open** button. `Open` *or* Press **[Alt+O]**.
8.	Click the **Save Task** button. `Save Task`
9.	Once the grantee has been contacted, you should change the default status from "In Progress" to "Grantee Contacted." `In Progress ▼`
10.	Select the **Grantee Contacted** option from the drop-down menu. `Grantee Contacted`
11.	Click on the **Save Task** button. `Save Task`

12.	Noice that our **Status** bar has now been grayed out to display "Grantee Contacted." Also, notice that all of our attachments have been uploaded below and are now ready for viewing. If you would like to add attachments later, they can still be added. Although you cannot alter the status of this task once you have changed it, you may continue to add documents or comments. Just remember to save!
13.	Click on the **Tasks** link to return to the User Tasks Page. Tasks
14.	Congratulations! You have successfully contacted the grantee and are now ready to make core question assignments. **End of Procedure.**